



**BILL LEE**  
GOVERNOR

STATE OF TENNESSEE  
**DEPARTMENT OF EDUCATION**  
NINTH FLOOR, ANDREW JOHNSON TOWER  
710 JAMES ROBERTSON PARKWAY  
NASHVILLE, TN 37243-0375

**PENNY SCHWINN**  
COMMISSIONER

February 28, 2023

Mrs. Angie Markum  
Ivy Academy Skillern Elementary School  
9555 Dayton Pike  
Soddy Daisy, TN 37379-2800

Dear Director Markum:

Please find the attached summary review of findings from the School Nutrition Program's 2022-23 fiscal year administrative review of Ivy Academy Skillern Elementary School National School Lunch Program and School Breakfast Program. This review was conducted the week of February 21, 2023, with the exit date of February 24, 2023. The attached summary includes the identified findings and the corrective actions required.

District responses and supporting documentation of corrective actions are required for all findings, and findings must be corrected district wide. The School Nutrition Program director must provide the responses to the findings via the Tennessee: Meals, Accounting, and Claiming (TMAC) system in the "Compliance" section, as discussed with the lead reviewer. Technical assistance areas do not require responses; these suggestions are only to help the district improve the program. They are also available in the "Compliance" section in TMAC.

All corrective actions shall be documented and supported in the "Compliance" section in TMAC no later than March 28, 2023. During this timeframe, if you identify errors or points of disagreement in our findings, please contact me, to discuss next steps. If there are no errors or points of disagreement, please be mindful that refusal or failure to comply with the required, corrective actions within the allotted timeframe may result in fiscal action.

Upon receipt of Ivy Academy Skillern Elementary School's documented corrective action, the Tennessee Department of Education will determine whether the documentation is complete and resolves the findings identified. Once the department approves the corrective actions, your district will receive a closure letter closing the review within 30 calendar days.

Sincerely,

Bill Byford  
State Director of School Nutrition  
School Nutrition Program

**Ivy Academy Skillern Elementary School (C777)**

**Review ID: 3821**

**Exit Conference Date: 2/24/2023**

**Review Year:** 2022-2023

**Month of Review:** January

**Lead Reviewer:** Gary Gluch

Area	Findings ID	Finding Description	Required Corrective Action
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**SFA - Level Findings**

800 - Civil Rights	V-0800	810: Program materials did not contain the appropriate non-discrimination statement.	Ensure that the appropriate non-discrimination statement is being used on Notice to Households of Approval/Denial of Benefits and Notice of Direct Certification program materials. Upload updated copies of materials as proof of compliance.
200 - Verification	V-0200	Review of documentation indicated that verification was not completed correctly.	Develop a plan with regional consultant to receive verification training to adequately perform verification in the future. Upload a copy of the plan of action.
300 - Meal Counting and Claiming	V-0300	Observed that the Local Charge Policy and Unpaid Meal Policy Procedures are missing requirements as outlined in SP40-2016.	Update the local unpaid meal charge policy to include the procedure and address the process of collecting delinquent and/or bad debt. Upload revised unpaid meal policy.
RMCR - Revenue From Nonprogram Foods	V-RMCR	Observed that the adult lunch/breakfast meal price was not sufficient to cover the overall cost of the meal.	Raise the adult breakfast and lunch meal price to cover the overall cost of the meal per FNS Instruction 782-5. Upload documentation to demonstrate compliance.

**Site - Level Findings: Skillern Elementary (C777)**

1400 - Food Safety	V-1400	1407: Observed the SFA's food safety plan was not properly implemented.	Update and provide a copy of a revised comprehensive food safety plan to include the regulatory items required by 7CFR 210.13.
400 - Meal Components and Quantities - Breakfast	V-0400	Observed the minimum daily quantity requirements for the fruit component were not met for breakfast.	Conduct a meeting with the vended meal company to discuss adding an additional 1/2 fruit serving on days where fresh oranges and bananas are served. Upload a copy of the agenda and sign-in sheet, breakfast cycle menu and 1 weeks' worth of breakfast production records that reinforces compliance with the meal pattern.
1400 - Food Safety	V-1400	Observed selected relevant temperature logs were not available for review.	Retrain cafeteria staff on proper temperature logging procedures for Warming Cabinet; attach an agenda and sign-in sheet of trainees as documentation that this training has occurred. Also, attach a temperature log to demonstrate compliance.